United Nations ST/AI/2010/6

Secretariat

20 May 2010

Administrative instruction

Road and driving safety

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/2009/4, and to address the appropriate use and operation of United Nations vehicles worldwide and to ensure road and driving safety, hereby promulgates the following measures aimed at improving awareness of and compliance with requirements and provisions for road and driving safety.

Section 1
Purpose

Road and vehicle-related accidents are a common cause of injury and death among United Nations personnel. The United Nations strives to promote and to assist drivers to enhance the safe operation of United Nations vehicles in order to reduce risks of road incidents to themselves, their colleagues and families and third parties. It is recommended that United Nations personnel apply the same rules when they drive private vehicles.

Section 2
Scope

The present instruction applies to all staff, irrespective of their location, including in peacekeeping operations and special political missions, offices away from Headquarters and regional commissions. These measures are promulgated to govern the use of United Nations vehicles and to ensure road and driving safety, in addition to mission-specific vehicle use guidelines and country-specific minimum operating security standards.

Section 3
Road safety

For the purpose of mitigating accidents involving the operation of United Nations vehicles, on the road or elsewhere, the following measures shall be complied with immediately:

Mandatory quick inspection before beginning a journey

Before beginning a journey, drivers of United Nations vehicles must conduct a "quick visual inspection" and walk around the vehicle to ensure that the tyres are

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properly inflated and that the brakes, signal lights and headlights are working properly.

Prohibition of the use of mobile phones or any other electronic devices while driving vehicles

At all times, drivers of United Nations vehicles must exercise proper control of the vehicle. Talking, messaging and using electronic devices, such as hand-held or vehicle-mounted radios and videos, while driving a vehicle are sources of distraction that necessarily prevent proper control and significantly increase the likelihood of an accident.

Drivers of United Nations vehicles are, therefore, strictly prohibited from distracting themselves while driving a United Nations vehicle. Use of radios and mobile communication equipment (including but not limited to mobile phones) to transmit and receive information during an emergency or urgent situations shall be permitted only when a United Nations vehicle is not in motion and is parked in a safe location. In extremely urgent or emergency situations when it is not safe or possible to stop or park a United Nations vehicle, drivers must keep their radio or telephone communication short.

Managers and/or supervisors should not expect drivers of United Nations vehicles to respond to phone calls while they are driving a United Nations vehicle. Drivers of United Nations vehicles required to check in with their supervisors should do so when not driving.

Prohibition of smoking or eating while driving a vehicle

Drivers of United Nations vehicles are strictly prohibited from activities that would interfere with or distract from their exercising full control over a United Nations vehicle at all times, such as smoking or eating while driving.

Mandatory use of seat belts

All persons on board a United Nations vehicle must wear a seat belt at all times. Drivers of United Nations vehicles are responsible for ensuring that all passengers comply with this requirement and shall not begin to travel until all passengers have their seat belts securely fastened. United Nations staff responsible for the maintenance and management of United Nations vehicles shall ensure that all passenger seats are equipped with seat belts before such vehicles are allowed to be utilized. In case there are children among the passengers, they shall never sit in the front seat and shall be secured with child restraints.

Mandatory use of safety helmets

In instances where the use of a safety helmet and goggles is required (for the operation of motorcycles, mopeds and bicycles, for example), all persons operating or aboard a United Nations vehicle, especially two-wheel vehicles, must wear the standard protective safety equipment.

Prohibition of driving vehicles under the influence of substances

Driving under the influence of alcohol and/or drugs adversely affects decision-making, coordination, sight, touch, hearing and judgement, which represents a

significant increase in risk for drivers and passengers of United Nations vehicles, as well as third parties, in cases of vehicle accidents.

Drivers of United Nations vehicles are strictly prohibited from driving under the influence of substances that negatively affect their driving ability, including alcohol, drugs, narcotics, psychotropics, chemical substances and medicines.

Prohibition of inappropriate and excessive speed

At all times, drivers of United Nations vehicles must comply with local traffic laws and road signs in respect of vehicle operations, specifically posted speed limits. In cases where speed limit signs are not posted, drivers of United Nations vehicles must exercise proper caution while driving.

Excessive speed reduces the time required to avoid an accident and increases the likelihood of an accident, as well as the severity of any accident. Travelling at excessive speed must be avoided. Inappropriate speed (for example, within the allowed speed limit but in conditions of very low visibility, heavy snow or rain or similar dangerous driving conditions) shall also be avoided.

Possession of required driving licences

United Nations vehicles must be operated only by staff members and drivers who have been duly authorized to do so at the respective duty station. This shall include non-motorized vehicles and two-wheel vehicles, as applicable. Where United Nations managers deem appropriate, United Nations drivers and other staff may be required to undertake written and practical driving and road safety tests.

Section 4
Staff and management responsibility

Staff members in charge of managing United Nations vehicle fleets in each location are responsible for the following safety-related duties:

- Ensuring timely and satisfactory certification of the technical inspections that United Nations vehicles must undergo periodically.
- Ensuring the provision and use of special reflecting vests (or similar apparel) when breakdowns of United Nations vehicles occur, irrespective of location, duration and surrounding circumstances.
- Ensuring that all drivers have the proper valid national/international driving licence accepted by the corresponding national authorities for the operation of United Nations vehicles and issuing authorizations to operate United Nations vehicles.
- Ensuring that all United Nations vehicles have fully-equipped first aid kits and that drivers are familiar with their use.
- Displaying clearly written rules on the prohibition of speeding, driving under the influence, and the like on staff bulletin boards (or similarly visible locations) and in every United Nations vehicle.
- Ensuring that the vehicle indemnity form is signed by all non-United Nations personnel travelling in a United Nations vehicle.

- Enforcing the notions of "safety first" and "defensive driving" as mandatory criteria for the behaviour of drivers of United Nations vehicles in road traffic.

Section 5
Enforcement

Failure to comply with the provisions of the present instruction and all other administrative issuances concerning the driving of United Nations vehicles, including, but not limited to, involvement in an accident or violation of local traffic laws, may lead to the institution of disciplinary proceedings against the staff member(s) concerned.

Section 6
Final provisions

The present instruction shall enter into force on the date of its issuance.

(*Signed*) Angela **Kane**
Under-Secretary-General for Management

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